



Move Out Procedure

Thank you for contacting us about vacating the property. Below is our move out procedures. If you have any questions do not hesitate to call us.

*All house keys, mailbox keys, garage remotes, parking passes, entry fobs, etc., to the property need to be dropped off at the office before 5:00 PM on the last day of your lease term. Our office is located at **7821 NW 38th ST, Bethany, OK 73008**. All items should be placed in an envelope with your name and property. Please leave the envelope in the secured brick mailbox at the end of the drive.*

Returning keys constitutes vacating the property and allows us to begin processing your security deposit. If you fail to return your key(s) you will be considered a “holdover tenant” and in violation of your lease agreement and will incur costly penalties.

We will conduct the final move out inspection once you have completely moved out and have returned all the keys to the property. We will compare the “Move in Inspection” pictures, to the current condition of the property. Please have the property in rent ready condition by the end of your lease date as you will not be able to re-enter the property after that date. Inspections are not performed with the residents.

Please return the property to a clean condition. Cleaning can be tiresome. Please consider hiring a professional cleaner if you feel you will not have the energy or time to properly clean the property. You should provide the cleaner with this check list to ensure they get everything. Please do not leave the property unclean. Dirt is not considered ordinary wear and tear under Oklahoma State law, under any circumstances.


Please pay attention to your lease with regards to carpet cleaning. We clean the carpets after the keys are returned.

To assist us in making refunds to you promptly, we ask that you review the security deposit section of the Residential Lease Agreement that you signed when you moved in. This will clarify the refund procedure and explain any additional charges you may incur.

All utilities, as per your lease agreement, must remain active through the last day of your lease.

Cleaning

- Replace all burned out light bulbs and batteries on smoke/CO detectors (This will avoid a labor and bulb/battery charge)
- Replace air filters.
- Repair damage caused to the property (e.g., torn screens, broken windows, clogged drains, etc.)
- If you can't get repairs done before you leave, let us know so there are no surprises.

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- Absolutely no garbage is to be left at the property. Do not leave a trash can full or trash stacked on the curb. Plan to have trash picked up before you discontinue service. Any trash or debris left on the property will be removed by a hauling company at your expense.
 - Remove all personal items from the property.
 - Remove all marks from walls.
 - Dust all blinds / window coverings / ceiling fans
 - Dust all windowsills / tracks, baseboards, light fixtures, and fans
 - Clean all floors including under all appliances.
 - Clean fireplace debris
 - Remove cobwebs from ceiling, windows, corners, behind doors and on chandeliers / light fixtures.
 - Wipe down all base boards.
 - Do not attempt to repair damage to the property that requires professional skills and tools. An imperfect repair will be redone at your expense.
 - Vacuum air vents

Kitchen


- Wipe down walls, backsplashes, doors and cabinetry.
- Sweep and mop the floor.
- Clean sink and drain.
- Clean outside and inside of oven (replace drip pans if needed)
- Clean stove top, control panel and dials
- Clean microwave inside and out
- Clean outside of dishwasher
- Wash all counter tops.
- Clean the outside and inside of refrigerator including freezer and top.
- Remove all racks, shelves and drawers, and thoroughly clean all surfaces, then replace racks.
- Clean all cupboards and drawers inside and out.
- Wash stove hood, filter and light.

Bathrooms

- Clean bathtub and or shower including fixtures.
- Clean sink and faucet fixtures
- Clean all the tile and grout.
- Mirrors, medicine chests, cabinets, drawers should be cleaned, and all items removed.
- Clean and sanitize toilet.
- Wash or mop floor

Bedrooms

- Remove all items including hangers.
- Vacuum carpets, including edges or mops.

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- Clean windows, sills / tracks, and blinds or window coverings
 - Clean ceiling fan blades if applicable

Garage/Driveway:

- Remove all personal items.
- Sweep floor.
- Remove any auto fluid stains with appropriate cleaner.
- Remove all weeds from driveway / sidewalk cracks.

Yard:

- Weed appropriate planting areas and remove dead leaves and debris.
 - Mow lawn and edge
 - Trim hedges and shrubs
 - Sweep walks, decks, and patios.
 - Remove all pet waste and repair related damage
- Remove all personal items from sheds/outbuildings, if applicable.***

Thank you for following these move-out instructions and for being a good tenant. We wish you the best at your new property.